



# MEMO

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*Memo Posted Internally for Faculty/Staff Internal Recommendations*

**TO: All Staff and Faculty, Department of Pediatrics**

**RE: Faculty Appointment, Review, and Advancement (FARA)**

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## **Review and comment.**

University of Utah policies and procedures allow Department faculty and staff to submit written recommendations relevant to the review of each candidate. If you wish to submit a recommendation or comment on a candidate's file, please submit this information to the department's Academic Administration Manager at your earliest convenience and no later than September 1<sup>st</sup> of the review year, prior to the Department Advisory Committee meetings. No anonymous letters will be included in a candidate's file. Letters must specifically state the reasons for each recommendation. The faculty member being reviewed has the right to see these letters and respond to them in writing, as they will be included in their cumulative file.

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